



MERWIN U. STEWART
Utah Insurance Department
Insurance Commissioner

MICHAEL O. LEAVITT
Governor

C. TOM BRASHER
Director
Producer Licensing Services Division

BECOMING A CONTINUING EDUCATION PROVIDER

Please complete the Exhibit A and enclose an outline and instructor bio every time you wish to file a course with our Department. The Exhibit A is located on our web site in PDF form, or preferably send an e-mail to mcovington@utah.gov and request this form in word format.

A course is open indefinitely; however, we recommend re-filing new courses with updated outlines after 2 years' as an agent may never repeat a course number. Courses may be taught as often as necessary. Please notify the Department within 15 to 30 days of course offerings and include the address, date and time. You may either fax the Department at (801) 538-3829 or send an e-mail at mcovington@utah.gov I can include your offering on our web calendar if you so indicate.

If you are using the Midwest Zone form it is not necessary to complete the Exhibit A; however, the outline is still needed for review. The approval letter from the home state would be helpful but not necessary if you are e-mailing me the course filing and do not have the approval letter from the other state in electronic form.

Effective November 1, 2003 the fee for becoming a provider is \$272.00. Please send this with your first course filing and you will receive an annual bill each year. There is also an opportunity to pay with credit card and the information is at the bottom of the Exhibit A. This and the outline can all be e-mailed to me for processing. There is not a fee for filing new courses or instructors. As you add new instructors to your courses, please send their bio to our office and indicate which courses they will be instructing. You will not receive an approval notice for instructors. I only notify if there is a problem with an instructor.

If you have any questions please contact Michael Covington at 538-3809 or by e-mail at mcovington@utah.gov

Utah!

Where ideas connect

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